



## **SRTS Reimbursable Grant Project Agreement Instructions**

Please use the following information to help you complete the project agreement. Once submitted, Alaska SRTS (SRTS) will review your application. Upon approval, a “Notice to Proceed” form will be sent and should be completed and returned to SRTS. When you submit reimbursement requests, you will need to provide backup documents (copies of receipts, timesheets, etc.) That shows proof of what you spent, for both grant funds and other funds you may have available to your project. The “other funds” column is for information purposes only. These might be other funds that you will combine with your SRTS funds to complete a project. All reimbursable items need to correspond with what was agreed upon in your grant application. If changes occur to the activities or funding, a project revision request is required and must be submitted for approval prior to expenditures.

### **Cover Page**

1. Complete all of the requested information. All requested items are important. Signatures are required for application to be considered. Please have the project financial manager or sponsor and also an Authorizing Official (City manager or person with financial responsibility in the municipality).

### **Budget Proposal**

1. In each category explain what the funds will be used for. Do not leave the explanation section blank! We need to know exactly what you will spend the funds on in order to determine whether or not we can fund the project.
2. The different categories can be confusing, below are some example of what belongs in each category. Look at the examples provided, if you are not sure how to classify a particular expense of yours, call us, and we will work it out with you.

**Personnel Services:** Employee time, benefits, etc. Federal grant funds cannot be used to “supplant” salaries, meaning cannot be used to replace existing state or local expenses, but you can include these expenses as other funds. Receipts, timesheets, etc. will need to be provided with reimbursement request.

**Travel:** Hotel, airfare, ground transport. Per Diem and salaries generally counted as other funds.

**Contractual:** Items or services that you will have to contract out such as: T-shirt printing, or any other printing services, contractors, postage, charters, rentals, etc. Also, conference/training fees belong here.

**Commodities:** Items or materials– promotional items, giveaways, office supplies, etc. Food and beverages are not allowable cost.

**Equipment:** Non-consumable items having estimated life of more than one year. The unit cost for equipment should be the unit purchase price plus any accessories or installation necessary to make the equipment operational for its intended purposes under the grant. Law Enforcement equipment may be purchased with SRTS Funds **IF** the equipment is used during specific SRTS-related activities. If the equipment will be used for other purposes, SRTS funds may be used based on the documented percentage of time spent on the SRTS-related activities. An itemized equipment list needs to be included in the budget narrative.

## Project Detail

\*For grants to educational events and trainings: a list of the attended sessions and a two-paragraph summary must accompany all reimbursement claim forms.

1. Describe the project you have planned. Include information on how the funds will benefit the community to justify the need.

Members of the SRTS planning committee came together due to a shared commitment to improving the quality of life of our community's children to develop the Sitka Safe Routes Plan. Through the Safe Routes to School Program funding for plan implementation, we will endeavor to:

### Improve the Health and Safety of Children

- Increase the number of children walking and biking to participating schools by 15-20% within two years.

- Celebrate and promote healthy children and activities

### Improve Safety to and from School

- Provide children with comprehensive pedestrian and bicycle education

- Provide targeted enforcement of safety laws around schools

- Remove or improve physical obstacles that impact safety in the built environment

The Sitka Plan implementation will be overseen by a Planning Coordinator under advisement from the Sitka Safe Routes to School Advisory Committee, made up of area partners. The Coordinator will be a contractual employee as defined by city regulations, and reports to the Parks and Recreation Manager. The job requirements of the position are as follows:

- Holding regular planning meetings of the Advisory Committee
- Providing regular reports to the Advisory Committee
- Collaborating with partner organizations and related city and state departments
- Collecting, analyzing, and reporting evaluative data as described by the plan
- Ensuring regular communication with State SRTS Coordinator and timely reporting of all State Safe Routes to School grant requirement to the City of Sitka and State Program.

The Planning Coordinator will oversee all non-infrastructure projects as outlined in the Master Plan including:

- Organizing and implementing fall and spring campaigns
- Oversight of the mini-grant process
- Organizing and implementing pedestrian and bicycle safety education programs
- Coordinating enforcement efforts with local authorities
- Serving as a member of the Bicycle-Friendly Coalition

The Planning Coordinator will be contracted for the period of one year, to commence once funding is secured.

2. Outline **all** of the planned activities that will take place around the use of the funds. If you are purchasing items, we need to know how, when and where they will be distributed. Training? What and why?

Education, encouragement and enforcement activities which support accomplishing the goals of the

SRTS plan will be implemented. These activities were identified by the Advisory Committee in the plan since they will produce the maximum benefit to the community.

Education Action Items:

Presently, education efforts happen in a variety of disconnected formats. Efforts include an annual Bicycle Rodeo and grades K-1 participate in a school sponsored “Safety City” curriculum which teaches children about road safety. Additional safety and health promotion programs happen from time to time, often through the efforts of individual teachers, community members and organizations such as SEARHC’s injury prevention and health promotion departments.

Our goal for education is to develop a comprehensive and consistent approach to training and educating students and parents about the benefits of walking and biking to school, as well as the skills needed to do so safely. In order to accomplish this, we propose to:

ED1 Provide every fifth grader with the League of American Bicyclists’ Kids II training (approximately 100 children) per year. Include 6<sup>th</sup> grade for Year one. Sitka currently has four League certified instructors available to provide training.

ED2 Develop and implement pedestrian safety training activities for grades K-5, to be held twice per year.

ED3 Develop and implement parent / community member education regarding safe walking and biking with children, to be held twice per year.

Enforcement Action Items:

The Sitka Police Department has been an active partner in bicycle and pedestrian safety efforts. SPD has participated in education efforts, helmet and bike light giveaways, and the creation and enforcement of bicycle laws. To further enforcement efforts we propose to:

ENF1 Provide enforcement campaigns at each school, twice a year, that will include speed trailers, increased police presence, bicycle safety checks, public awareness of safety laws, and police participation in existing education efforts.

ENF2 Encourage each school to develop “no idling” policies for busses and motor vehicles transporting students to and from school. The issue is most prominent at Blatchley Middle School due to the presence of classroom air intake vents adjacent to the bus loading zone.

Encouragement Action Items:

Several opportunities exist to provide encouragement to children and their families to increase walking and biking to school. Many are free or low cost, and encouragement activities represent the majority of planned projects. They include:

ENC1 Develop Safe Routes maps for each school.

ENC2 Develop walking and biking school bus programs at Baranof and Keet Gooshi Heen

ENC3 Develop before and after school opportunities for walking at Baranof, Keet, and Blatchley schools (Morning Mile).

ENC4 Develop fall and spring semester promotional campaigns that include incentives for walking and biking to school, public awareness and education, participation in national and international campaigns (IWalk, Bike Awareness Month, etc.), and recognition / awards for school walking and bicycling advocates.

ENC5 Teacher mini-grants will also be used to develop teacher / staff led encouragement activities.

3. Describe what type of community support you have for your project. Are other organizations helping? To what extent?  
SEARHC, CBS, Sitka School District, Sitka Bicycle Friendly Coalition, Sitka Police Department, Sitka Advancing Our Community, Sitka Trail Works, Health Summit Walkability Ad Hoc Group, To what extent? SEARHC and the City and Borough of Sitka are providing supplies and staff

time. Several individuals representing Sitka’s education, law enforcement, health, and community organizations will provided on-going support of plan implementation. SRTS Advisory Committee members will include:

Grace Brooks, former Steps to a Healthier Southeast Alaska Southeast Alaska Regional Health Consortium	Chris Bryner, former Safe Routes Coordinator
Penny Lehman, Director of Public Health, Sitka Health Center	Lynne McGowan, Parks and Recreation Manager, City and Borough of Sitka
Lesa Way, Injury Prevention Specialist Southeast Alaska Regional Health Consortium	
Doug Osborne, Health Promotion Southeast Alaska Regional Health Consortium	Matthew Turner, Advancing Our Communities Sitka Bicycle Friendly Coalition

4. Describe how you will evaluate the results of your project. What method will you use to evaluate your project to determine if it was successful or useful? What type of data will you provide to the SRTS offices to show that your target audience is getting the safety message/activity you want to convey?

Our primary evaluation goals are to assess regular participation and perceptions regarding safety. We will conduct bi-annual surveys of students and parents to monitor these goals. In addition, we will maintain data regarding participation in special events and programs, numbers of students trained through education programs, and other observable data such as bicycle light and helmet use. Metrics include:

- EV1 Pre and post percentage of students that walk or bike to school
- EV2 Parents’ pre and post perceptions regarding school route safety and programs
- EV3 Student participation rates in regular programs (walking school bus, Wednesday walkers, etc.)
- EV4 Number of students trained in formal education activities (Kids II curriculum, other training and education)
- EV5 Number of student participants during biannual district-wide events.

**Agreement Conditions and Certification Regarding Federal Lobbying**

1. Read and sign where indicated - Signatures required in both places. **“Financial Manager** (sponsor): “means the project manager who will be responsible for the project. **“Authorizing Official** (authority to spend organization funds):” means a person authorized to conduct business for the community, City Manager, etc. It should be a person knowledgeable about the federal reimbursable grant process and authorized to sign on behalf of the community.

If you have any questions, please let us know. We want to make this process as efficient as possible for everyone. Your questions and suggestions will help us determine how best to do that. Thank you for your hard work.



## SRTS Reimbursable Grant Project Agreement

State of Alaska, DOT & PF  
PO Box 112500, Suite #200  
Juneau AK 99811-2500  
Phone: 907-465-4069  
Fax: 907-465-6984

<http://www.dot.state.ak.us/stwdplng/saferoutes/>

### A. Cover Page

Project Type: <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Non-infrastructure <input type="checkbox"/> Infrastructure <input type="checkbox"/> Single Project			Project Date(s):
Applicant Organization: City and Borough of Sitka (Name on Reimbursement Check)		Phone: 907.747.1852	Fax:
Project Director Lynne McGowan		E-mail Address: parks@cityofsitka.com	
Mailing & Street Address: 100 Lincoln St Sitka, AK 99835		Project Location (city/town): Sitka, Alaska	
Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Municipality		Employer Identification Number:	

### Proposed Budget Request:

Cost Category	Requested from SRTS	Other funds	Total
(100) Personnel Services	\$2,000		\$2,000
(200) Travel			
(300) Contractual Services	\$11,600		\$11,600
(400) Commodities	\$10,150		\$10,150
(500) Equipment			
<b>Totals</b>	<b>\$23,750</b>		<b>\$23,750</b>

**Acceptance of conditions:** It is understood and agreed by the undersigned that any funds received as a result of the approval of this application are subject to all State and Federal Governmental Regulations. This project does or will constitute an official part of the Safe Routes to Schools program of the State of Alaska, and will meet all requirements and administrative regulations of the Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. Subject to the availability of Federal funding, reimbursement will be made monthly or upon submission of a final evaluation report and reimbursement request following completion of grant activities.

**If approved, Reimbursement Request and Final Report will be due within 60 days of the event.**

### Responsible Individuals within Applicant Organization:

Financial Manager (sponsor): David Wolff		Phone: 907- 747-1836
Title: Finance Director	E-mail: dlw@cityofsitka.com	
Signature:	Date:	Fax:
Authorizing Official (authority to spend organization funds): Jim Dinley		Phone: 907-747-1808
Title: Municipal Administrator	E-mail: jimdinley@cityofsitka.com	

Signature:	Date:	Fax:
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**SRTS Use Only**

Staff Comments:	Grant #:		
	CC:		
Project Assistant (SRTS):	LC:		
Approved by (SRTS):	Date:	PGM:	PJ:

**B. Budget Detail (See Instructions)**

Funds for this project may not be used to purchase paid advertising in the mass media (development of advertisements and PSA's may be permissible), office furniture and fixtures, alcoholic beverages, costs for entertainment, or any kind of supplanting of existing funds.

	<b>SRTS</b>	<b>Other funds</b>	<b>Total</b>
<b>(100) - Personnel Services - Payroll</b>			
1. Overtime pay for SPD enforcement during fall and spring events	\$2,000		\$2,000
2.			
3.			
4.			
Personnel Total:	<b>\$2,000</b>		<b>\$2,000</b>
<b>(200) - Travel</b>			
1.			
2.			
3.			
4.			
Travel Total:			
<b>(300) - Contractual Services</b>			
1. Project Coordinator – 270 hours	\$8,100		\$8,100
2. Coordinator Supplies for biannual campaign and maps	\$3,500		\$3,500
3. I			
4.			
Contractual Total:	<b>\$11,600</b>		<b>\$11,600</b>
<b>(400) - Commodities – Education/Training</b>			
1. Safety City enhancements	\$250		\$250
2. Teacher mini-grants	\$4,000		\$4,000
3. Student Pedestrian/Bike education (4 trainings)	\$1,000		\$1,000
5. Community/parents education (two trainings)	\$500		\$500
6. LAB Kid II course (materials and instruction 20 kids)	\$4,000		\$4,000
7. Pre and post-evaluation parents and students	\$400		\$400
Commodities Total:	<b>\$10,150</b>		<b>\$10,150</b>

(500) – Equipment – including Shipping on Separate Line			
1.			
2.			
Equipment Total:			
<b>Total Project Costs:</b>	<b>\$23,750</b>		<b>\$23,750</b>

## C. Project Detail

Original grant application instructions and Grant Application are included in this project agreement by reference. For grants to educational events and trainings: a list of the attended sessions and a two-paragraph summary must accompany all reimbursement claim forms.

Also Include with reimbursement claims:

1. Activities that are planned
2. How does your project meet the goals of SRTS
3. When and where the activities will take place
4. The number of participants expected
5. A list of other organizations that will assist with activities
6. How you will evaluate the effectiveness of the project

(Use additional pages if necessary)

## AGREEMENT CONDITIONS

THE FOLLOWING CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT:

- A. **Grant Management:** Reimbursable Grants (i.e. funding for infrastructure projects and non-infrastructure activities) are to be administered in accordance with the provisions in 49 CFR Part 18, the U.S. DOT's regulations that implements the government-wide Common Rule for grants and cooperative agreements to State and local governments and applicable FHWA regulations in 23 CFR.
- B. **Allowable Costs:** The U.S. Office of Management and Budget (OMB) circulars on allowable costs that may be charged to Federal funds are applicable to SRTS grants and are incorporated by reference in regulation, 49 CFR 18.22.
- C. **Property:** State and Local Agencies and Other Non-State Subgrantees: Equipment and other property acquired under this Agreement for use in Safe Routes to School (SRTS) projects shall be used and kept in operation for SRTS purposes. State Agencies: Property management standards described in the "State Property Accounting Manual" will be used in accounting for equipment purchased under this Agreement. Local Agencies and Other Non-State Subgrantees: Standards for property management described in 49 CFR 18.32(c) through (e) will be used in accounting for equipment purchased under this Agreement. The Applicant Agency shall seek disposition instructions from the Alaska SRTS prior to disposing of any item of equipment purchased under this project. Nothing in this Agreement shall prevent the Applicant Agency from following existing property management standards that exceed the requirements set out in 49 CFR 18.32(c) through (e).
- D. **Copyright:** The Alaska Safe Routes to School Program and the U.S. Department of Transportation reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or federal government purposes: (1) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (2) any rights of copyright to which a grantee, subgrantee, or a contractor purchases ownership with grant support.
- E. **Term:** Grants approved under this agreement are for two years from the date of the Notice to Proceed. They are subject to extension if the SRTS Coordinator and Grantee find that substantive work will yet be completed. Grants expire after the two year period and authorization reverts to the State of Alaska, SRTS program.
- F. **Standards for Americans with Disabilities:** Grantees, contractors, and others who receive funding from the State of Alaska, Department of Transportation and Public Facilities, to provide a service or services to the general public as an agent of the state must certify that all programs, services, and activities operated under the grant or contract are made available to the general public in compliance with the Americans with Disabilities Act of 1990. Grant or contract recipients are subject to state review.
- G. **Procurement Standards:** Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in OMB Circular A-87.
- H. **Progress Reports:** The Applicant Agency will submit monthly progress reports with expenditures and a narrative final evaluation report within thirty days of the conclusion of grant activities.

- I. **Financial Reports:** The Applicant Agency certifies that it has an accounting system capable of properly accounting for expenditures made under this project. Claims will be accompanied by copies of receipts and other supporting documentation.
- J. **News Releases:** The Safe Routes to School Program encourages agencies to publicize SRTS project approval. The Alaska SRTS shall be named as the granting agency in any news releases announcing the approval of this project. Any subsequent news releases written by the Applicant Agency shall mention the Alaska Safe Routes to Schools Program.
- K. **SRTS Logo:** The Alaska Safe Routes to School Program shall be noted as the sponsor or co-sponsor in any public information materials developed under a planning, infrastructure, or non-infrastructure project. This requirement includes: public service announcements on radio and television, newspaper advertisements, pamphlets and brochures, and promotional “give-aways” such as bumper stickers, key chains, etc.
- L. **Record Retention:** All financial and programmatic records, supporting documents, statistical records, and other records of the Applicant Agency which are required to be maintained by the terms of 49 CFR 18.42 and other records reasonably considered as pertinent to program regulations or the project agreement must be retained for a period of three years after submittal of the final claim. Additional record retention requirements may be found in 49 CFR 18.42 and are incorporated and made part of this Agreement by reference. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.
- M. **Enforcement:** If the Applicant Agency materially fails to comply with any term of this Agreement, the Alaska SRTS program may take one or more of the actions listed in 49 CFR 18.43(a)(1) through (5), as appropriate in the circumstances. Additional provisions for enforcement are listed in 49 CFR 18.45(b) through (d).
- N. **Termination for Convenience:** Except as provided in 49 CFR 18.43, this Agreement may be terminated in whole or in part only as follows: (a) by the SRTS Coordinator with the consent of the Applicant Agency, in which case the two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated, or (b) by the Applicant Agency upon written notification to the SRTS Coordinator, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If, however, in the case of a partial termination, the SRTS Coordinator determines that the remaining portion of this Agreement will not accomplish the purposes for which the award was made, the SRTS Coordinator may terminate the Agreement in its entirety under either 49 CFR 18.43 or paragraph (a) of this section.
- O. **Contracting requirements.** Infrastructure projects under the Safe Routes to School program must comply with Davis-Bacon prevailing wage rates, competitive bidding, and other contracting requirements, etc, even for projects not located within the right-of-way of a federal-aid highway.
- P. **Audit requirements** for grants and sub-grants are found in 49 CFR 18.26 and 49 CFR 19.26, which refer to OMB Circular A-133: *Audits of States, Local Governments, and Non-Profit Organizations*.
- Q. **Laws of Alaska:** This Agreement shall be governed in all respects by the laws of the State of Alaska.
- R. **Limited English Proficient Persons (LEP) Guidance:** There are two federal authorities, title VI of the civil Rights Act of 1964 and the Presidential Executive Order (EO) 13166, Improving Access to Services for Persons with Limited English Proficiency, that require the ADOT&PF to

provide LEP persons with meaningful access to programs, activities and services. To fully implement Title VI and EO 13166, the US DOT published guidance to its recipients of federal assistance on December 14, 2005 in the Federal Register. ADOT&PF is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. By 2/2/2008, the department's Civil Rights Office staff had developed a plan, in cooperation with staff from all three regions. A policy and procedure manual is being created to explain how to implement this plan. If you have any questions, please contact Jon Dunham, Civil Rights Manager, at 907 269-0850.

Signature of Project Coordinator:

Date:

**CERTIFICATION REGARDING FEDERAL LOBBYING:**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements:**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with SRTS funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Signature of Project Coordinator:	Date:
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